



## POSITION DESCRIPTION

Position title:	Pastoral Care Practitioner
Time fraction	0.4 FTE
Position holder:	
Position reports to:	Prison Ministry Director
Program:	Pastoral Care Services
Location:	Metropolitan Prisons

### MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

*"I have come so that you may have life and have it to the full"*

{John 10:10}

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening individuals, families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

### POSITION PURPOSE

This position seeks to be an integral part of the pastoral care team, contributing to the high quality of pastoral care practice for prisoners, to prisoners' families, to ex-prisoners and to staff within the Prison. The incumbent will be required to respond effectively to the diverse spiritual and religious needs of the prisoners, the prisoners' families, ex-prisoners and staff.

### POSITION ACCOUNTABILITIES

*NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.*

- Work as a member of the Catholic Prison Ministry Victoria Chaplaincy Team
- Provide spiritual and pastoral care to prisoners and their families
- Attending to religious services, including Special Services – Easter, Christmas, Memorial Services
- Work as a member of the inter-faith Chaplaincy team to provide comprehensive chaplaincy service to all prisoners
- Overseeing the Volunteer Program
- Participation in Social Justice Programs and initiatives
- Working in collaboration with key stakeholders
- Maintaining quality records as required

## KEY SELECTION CRITERIA

### Qualifications

- Progress towards Clinical Pastoral Education or equivalent supervised pastoral education
- Progress towards a theology or a pastoral care qualification which would need to include studies in theology

### Experience & Competencies

- Listening skills, being a supportive and enabling presence, ability to provide spiritual and emotional support, liaising with other service providers.
- A well-developed sense of a personal, spiritual identity with the capacity to nourish self and others.
- A sense of self-awareness generating a capacity for empathy.
- Appropriate self-care and a sense of boundaries.
- An understanding of loss and grief issues.
- Ability to adapt to a different culture and to grow in jail culture awareness
- Ability to empower others and to foster self-worth.
- Ability to disseminate written information which respects confidentiality to enable effective pastoral practice.

### Personal qualities and attributes

- Ability to work effectively in, and contribute to, a positive and productive team environment

### Other requirements

- A Victorian Driver License
- A current Australia Wide Police Check
- An International Police check (if you have lived overseas for 12 months continuously in the past 10 years)
- A current Working with Children Card
- Provision of at least three referees, one of whom can be a Catholic priest where you have had an association within the last five years. The other two referees should be people with whom you have worked within the last five years.

## JOB SCOPE

Roles reporting to this position:	NA
Key stakeholders – internal:	Senior Manager, Pastoral Services – CatholicCare, Director, Catholic Prison Ministry Victoria, Chaplaincy Team Members Volunteers
Key stakeholders – external:	Multi faith Chaplains, St. Vincent de Paul, VACRO, ACSO, Brosnan Centre, Heads of Churches Chaplains' Advisory Committee, Groups within prison, Department of Justice, Corrections Victoria, Victims of Crime
Budgetary accountability:	NA
Confidentiality of information:	High

## **JOB CONDITIONS**

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.

## **SIGNATURES**

Employee:	Date:
Senior Manager/Director:	Date:
Director Human Resources:	Date: